

ARIZONA DEPARTMENT OF HEALTH SERVICES

BASIS FOR COST ALLOCATION

<u>Central Services Costs</u>	<u>Statistical Basis For Allocation</u>
Depreciation and Use	Square Feet
Leases and Rentals - Building	Square Feet
Insurance - Building	Square Feet
Insurance - Other	Contractor FTE
Licenses and Taxes	Square Feet
Finance	Square Feet
Data Processing	Machine Time
General Administration	Contractor FTE
Communications (Radio & Telephone)	Units/Department
Heat, Light and Power	Meter or Square Feet
Interest	Square Feet or Value
Motor Pool (Including Vehicle Depreciation and Insurance)	Assigned Vehicles
Printing and Duplicating	Actual Use (Miles)
Professional Services	Actual Costs
Custodial	Contractor FTE or Actual Expense
Maintenance	Square Feet
Payroll Related	Actual Expense
Personnel	Actual or FTE
Purchasing	Contractor FTE
Security	Actual Cost
Parking	Square Feet
Water and Sewer	Square Feet
Refuse Disposal	Contractor FTE
Publishing and Advertising	Contractor FTE
Printing and Binding	Actual Cost
Office Supplies	Actual Cost
Record Storage	Actual Cost
State Personnel System Cost (\$60.00/employee)	Actual Cost or Contractor FTE
	Square Feet Used
	FTE

# Contractor's Expenditure and Requirement Report

## Instructions

This is a multi-purpose form for use by agencies who have a Negotiated Service Contract with the Arizona Department of Health Services. It should be filled out, signed by an authorized person and mailed to the Department not later than the 15<sup>th</sup> day of the month following the expenditure period or in accordance with the contract. Later submission will delay the allotment of contract funds for the following month.

1. Contract Number
2. Contractor's Name
3. Title of program
4. Reporting Period Covered: From \_\_\_\_\_ To \_\_\_\_\_

A. Check appropriate box:

☐ Cost Reimbursement – Cumulative Actual expenditures from the beginning of the Contract Period.

☐ Fixed Price – reimbursement type contract.

B. Check appropriate box.

5. Detailed statement of expenditures (Cost Reimbursement)

ITEM a. Approved budget indicates the total budget for the current contract term. The Line Item Budget per the contract price sheet must be shown.

ITEM b. Prior Report Period Year to Date Expenditures are taken from Column D (Total Year to Date Expenditures) of the CER for the prior reporting period.

ITEM c. Current Reporting Period Expenditures are accumulated expenses incurred from the beginning of the Reporting Period Covered, broken down by line item.

ITEM d. Total Year to Date Expenditures = Column B (Prior Report Period Year to Date Expenditures) plus Column C (Current Reporting Period Expenditures).

6. Detailed Statement of Fixed Price Contracts

A. Type of Unit – From unit description/deliverable on price sheet.

ITEM 1. Rate per Unit from contract price sheet.

ITEM 2. Number of Units Provided for the current Reporting Period.

ITEM 3. Item (1) times Item (2) = Total Funds Earned this Reporting Period.

ITEM 4. Prior Report Period Year to Date Funds Earned are taken from Column 5 (Total Year to Date Funds Earned) of the CER for the prior reporting period.

ITEM 5. Item (3) plus Item (4) = Total Year to Date Funds Earned.

7. Contractor Certification: it is the responsibility of the Chief Executive Officer of the reporting agency to insure valid representation of the agency's expenditures or units reported on Fixed Rate Contracts. Once satisfied, the Chief Executive Officer must sign and date the report. Only an original signature will be accepted.

For Processing, mail or forward to: the Arizona Department of Health Services, Accounting office, 1740 W. Adams, Phoenix, Arizona 85007.

FIN:  
Date:

EXHIBIT 6  
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